

Tempe Fire Department Policies and Procedures
Vacation
105.01
Rev 01-31-00

PURPOSE

To provide guidelines for the selection of annual vacation leave and birthdays.

PROCEDURE

1. Selection will be by seniority and seniority is determined as follows:
 - a. By date of hire as a permanent, continuous employee with the City.
 - b. Persons hired the same day will go by their assigned Fire Department number.
2. Vacations will be selected first, and as many as three people may pick a vacation on any given shift. A fourth person may be scheduled off during specified times.
3. Birthdays may be used as part of the selected vacation or picked separately after the vacation process has been completed. They may be picked for any time during the year within the parameters of number 2 above. After the selection process is completed, the ability to use slots not previously selected may be impacted by other absences such as industrial leave and extended sick leave.
4. Persons will have two hours to make a vacation selection from the time of notification.
5. Requests for cancellations or changes of vacation time or birthday must have approval of the District Manager.

Once an individual has made these annual selections they cannot cancel more than three shifts per year.

6. A "waiting list" shall be maintained by the Field Incident Technician. Cancellations will be filled from this waiting list.

Waiting List

- a. During the selection process, the next person on the seniority list may use their pick to place their name on the waiting list for those days that are filled. After the selection process is over, names will be added on a "first-come first-serve" basis.
 - b. Only three people on any given day may be on the waiting list.
 - c. A person may only be on the waiting list for one shift (or one group of contiguous shifts) until the selection process is over.
7. Each person is allowed to be scheduled for no more than three (including regular vacation picks, partials and waiting list) separate entries in the book at a given time.
8. Partial vacations provide leave for personnel, for a maximum of four hours.

Management of partial vacations will take into consideration the amount of staffing at any given time, with the intention of not running more than 3 three-person companies concurrently.

Up to two partial vacations can run concurrently. Personnel can sign up anytime for partial vacation that occurs between the hours of 1700 and 0800. Sign up for the partial vacation that occurs between 0800 and 1700 can not be made more than three weeks in advance. Starting at 0830 on a given day additional partials may be granted or previously approved partial may be extended beyond four hours dependent on the available staffing (additional partials will have preference over extended partials by the Duty Chief).

9. As of 0730 hours on a given shift, an additional 24 hour vacation may be granted by the Duty Chief, if a company or companies are staffed to 5 personnel provided a minimum of 2 ALS members per ALS company is maintained and programs, training and special operations are not affected.
10. The annual selection process shall begin January 10 and should be concluded by the end of February. Selections will be for a March 1 to March 1 time frame. (It should be noted that personnel must still comply with stipulations of the City Personnel Rules and Regs 502C.)
11. Leave of absence request forms are required to be turned in 2 weeks prior to scheduled leave.
12. These guidelines do not restrict the authority of the District Managers to manage the vacation process.